



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

**APPLICATION FOR APPROVAL OF A TEMPORARY USE SITE PLAN AND
ASSOCIATED ZONING INSPECTION PERMIT
(TEMPORARY USE PERMIT)**

(Not all temporary uses require a permit. See § 78-403.4 of the Herndon Town Code.)

Submittal of this form with **original signatures is required.** *PLEASE PRINT OR TYPE (Unless otherwise indicated.)*

Name of Business or Organization: _____

Street Address of the Subject Property
(including apt/suite #): _____

Please describe the requested activity, proposed
dates and daily hours of operation. Add more
sheets if necessary. _____

Lot Area (site area) Proposed for the Temporary
Use: _____

Are any site alterations or any alterations to the building's exterior or interior planned or underway in connection
with this use (or were any alterations done)? ☐ No ☐ Yes Please describe : _____

Name of Contact for the Temporary Use
(Applicant): _____

Address of Permanent Residence: _____

E-mail address

Telephone # for
duration of temporary
use

FAX #

**The undersigned hereby applies for a Temporary Use Permit under the provisions of § 78-202.6
and § 78-403 of the Herndon Town Code.**

I hereby affirm and certify that:

- *The information provided on this form is true and correct to the best of my knowledge.*
- *The requirements associated with this application under § 78-202.6 and § 78-403 of the Herndon Town Code have been read and are understood.*
- *The use and occupancy of buildings and/or the use of land noted above is in conformance with all provisions of the Town of Herndon, Virginia Zoning Ordinance regulations to the best of my knowledge.*
- *The site shall be returned within 48 hours to its condition prior to the establishment of the temporary use.*

Signature of Contact (Applicant)

Date

**APPLICATION FOR APPROVAL OF A TEMPORARY USE SITE PLAN AND ASSOCIATED
ZONING INSPECTION PERMIT (TEMPORARY USE PERMIT) - continued**

Name and Title of Property Owner (Applicant): _____

Mailing Address: _____

E-mail address

Telephone

FAX #

TO BE SUBMITTED WITH THIS APPLICATION (Zoning Ordinance § 78-202.6)

- _____ Proof of the validity of the contact information provided;
- _____ A letter signed by the owner or owner's agent consenting to the application for the Temporary Use Permit;
- _____ A Site Plan prepared in accordance with § 78-202.6 and showing the area of proposed activity with signage, display areas, illumination, vehicular entrances to the site (location, type and size), parking area associated with the temporary use (location, layout, and surface material);
- _____ The detailed description of the proposed temporary activity requested above should include an analysis of any noise that may not comply with the noise provisions in the Herndon Town Code;
- _____ Sample signage to be used;
- _____ A statement from the landowner(s) authorizing an agent to act on their behalf (if applicable);
- _____ If a pre-application conference took place, a statement indicating the date and time a pre-application conference was held with the Town, as well as a list of participants in the conference;
- _____ A receipt or other documentation indicating that taxes have been paid on lands subject to the application (may be obtained when application is filed).

AUTHORIZATION STEP ONE. SITE IMPROVEMENTS ONLY (verification of Site Plan approval)

The applicant is authorized to proceed to **make the site improvements** shown on Site Plan # _____ for purposes of conducting the temporary use described above.

Signature and Authorization of Zoning Administrator

Date

AUTHORIZATION STEP TWO: AUTHORIZATION TO BEGIN OPERATION OF THE TEMPORARY USE (Temporary Use Permit/Zoning Inspection Permit)

The applicant has completed the site improvements in accordance with Site Plan # _____ and the applicant is authorized to **begin operation of the temporary use**. This Permit is effective beginning _____ for _____ days.

Signature and Authorization of Zoning Administrator

Date

Signature of Zoning Inspector

Date

**APPLICATION FOR APPROVAL OF A TEMPORARY USE SITE PLAN AND ASSOCIATED
ZONING INSPECTION PERMIT (TEMPORARY USE PERMIT) - continued**

For Office Use Only:

STEP ONE (Site Plan)	Received by:	Fee paid for Temporary Use Site Plan* application <i>Please note: An application fee is <u>NOT</u> required for uses of less than 90 consecutive days in duration.</i>	Date:	Case No.:
	Use permitted by Town Code Section:			
	Tax Map Reference:		Zoning District:	
	Business and Occupational License #:		Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	
STEP TWO (ZIP)	Received by:	Fee paid for Zoning Inspection Permit/Temporary Use Permit:		Date:

**Distribution
after
approval:**

Applicant

Community
Development

Fire
Department

Finance